

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **ASSISTANT RATE ANALYST**

##### **DEFINITION:**

Under general supervision to assist in performing public and private utility rate studies and analyses of average difficulty; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Assists in reviewing applications of City franchised companies for rate increases;
- Assists in conducting studies and analyses, and in making recommendations pertaining to public and private utility costs and services;
- Prepares reports and makes recommendations on specific phases of a project;
- Assists in developing rate spreads and in proposing rate schedules and revisions;
- Assists in the preparation of comprehensive rate projects and assignments;
- Gives testimony before Federal and State regulatory agencies;
- Prepares records and charts.

##### **\*\* MINIMUM QUALIFICATIONS:**

College graduation with a Bachelor's degree, **AND** two years of experience in engineering, administrative analysis, accounting, utility rate analysis, or a closely related field.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

\*\* **MINIMUM QUALIFICATIONS** are a guide for determining the education, training, experience, special skills, and/or licenses which may be required for employment in the class. These are re-evaluated each time an examination is opened.